



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 9/21/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 16 1972 317 NOV 21 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming-Statewide Planning No. 2 Capitol Square - Room 366 Atlanta, Georgia 30334			4. Person to Contact (Guy Gaskin) Oscar Roberts	
			5. Working Title CE IV	6. Tel. No. 5334
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.				
8. Earliest & Latest Dates of Series 1965 - To Date		9. Exact Series Title Transportation Rural Planning Project File		
10. What is the function of the office in which this record series is created To develop a statewide multi-modal transportation plan in conjunction with the development of a national transportation study. The national study will relate the transportation systems within the State to the national transportation network. To develop transportation plans for the highway systems of nonurban areas. This includes those areas with populations less than 5,000 and rural areas. To develop socio-economic and environmental impact studies for proposed highway projects in rural and urban areas.				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): The record series may include but is not limited to the following: coverage counts & estimates of ADT (Form HPS-T-83), maps, collision diagrams, interchange study, traffic capacity study, turning movement diagram, traffic assignment diagram, correspondence with the Federal Highway Administration, request for study, cost estimates, origin and destination information, requests for program approval (Form PR-48) and correspondence with members of the State Legislature and local officials. The record series is filed by the type of project (Interstate, PR, FAP, FAS, etc.) and by project numbers. ATTACH SAMPLES OF THE FILE				
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers	15	22.5	2 3.0	
Legal-size File Drawers			In Office(s) In Storage Area(s)	
			18	
			This Year's Last Year's Preceding Year's All Prior Year's	
			20 20 15 10	
			AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [x] ☐ []
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 3 years: after FHWA final payment of project.

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

U. S. Department of Transportation, PPM 30-9, Appendix A.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [x] Other FHWA final payment of project. then:

Place in inactive file upon final FHWA payment of the project. Cut off inactive file on 1 July of each year. Transfer to State Archives for permanent retention

Attach Samples of the Series

Records Management Officer

Date 11-17-72

26. Recommendations	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date 10-13-72
in Paragraph	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Department of Audit/Designee	Date 11-17-72
25 are:	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date 11-17-72
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date 11-20-72